

PREPARATION INSTRUCTIONS FOR COMMUNION BY INTINCTION

First Presbyterian Church, Salina, KS

1. SUPPLIES:

- **Elements:** All supplies except bread are stored in the lower cupboard on east wall in the Sacristy.
- The communion preparers are asked to purchase one round loaf of bread (**unsliced**) and a second loaf for cutting into cubes. Please cut bread into cubes large enough to easily accommodate holding and dipping the cube into the chalice (at least 110 squares total) the day before it is to be used.
- **Doilies for bread trays.** These are stored in a drawer in the Sacristy. Use the small doilies (5-6" size for bread trays and for the ceremonial loaf tray). Please inform the church office when the supply is low.
- **Table cloths:** The communion tablecloths are hanging in Sacristy closet. A protective plastic rectangle piece is available in the Sacristy and should be placed under the elements. Please check the tablecloth during the cleanup for spills and inform the church office if it needs to be laundered.

2. PREPARATION:

- All equipment is stored in locked Sacristy cupboards (key is located in closet).
- Preparations should start no later than 9:00 a.m.
- **Fill the silver pitcher one-third full with grape juice. Take out two chalices and leave them empty. Make a partial cut (1/2") on the bottom of the loaf so that it can be broken easily by the pastor. Put a doily on the plate for the loaf. Put a doily on each of four bread trays and put 25 bread cubes on them.**
- Put one filled individual cup (use grape juice) and one piece of bread on a small plate and place on top of the organ for the organist and another individual cup and piece of bread on another small plate and place at the AV Technician's desk.
- Take all of the elements to the chancel and arrange on communion table according to diagram on back.

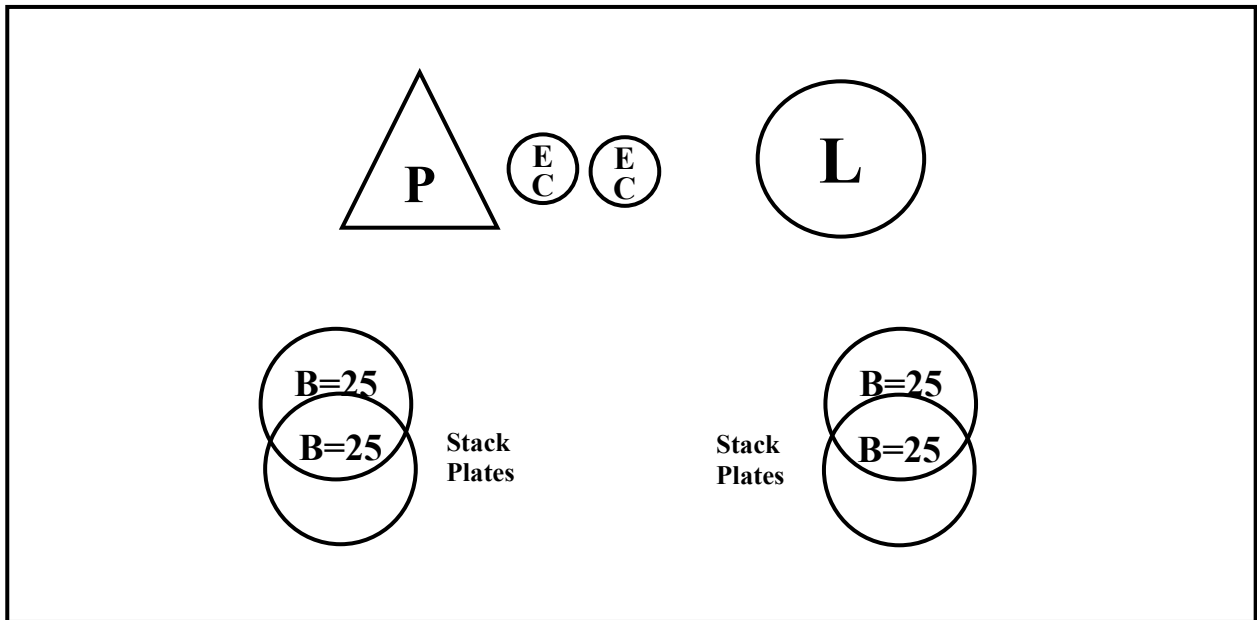
3. CLEAN-UP:

- Following the service, wash the chalices, pitcher, bread trays, and cup tray. Put these items in protective bags and return to the communion cupboard.
- Dispose of any leftover bread and juice.
- Re-lock cabinets and put away key.

THANK YOU! For your willingness to help in this special way!

Communion by intinction table diagram on other side *Revised 8/2025*

Communion by Intinction



(front of table facing congregation)

Key to Diagram:

B = Bread trays

L = Loaf of Bread

EC = Empty chalice

P = Pitcher (filled $\frac{1}{4}$ full with grape juice)

INFORMATION for COMMUNION PREPARATION

SUPPLIES

Communion by Intinction

1 bottle of 10 oz. grape juice (Welch's brand is preferable)

2 loaves of bread, one for breaking by the pastor and one cut in cubes (sufficient in size for using to dip in a chalice, a total of 110 pieces)

Tablecloths

Currently, there are two communion table cloths – a white cloth, with a tatted cross, and an embroidered cloth, handmade by women in a Reformed Church in Hungary, given to the church from Dr. & Mrs. Bernard Hawley.

Manor Communion

First Presbyterian and Sunrise Presbyterian alternate months in furnishing leadership for the first Sunday in the month 3:00 p.m. Presbyterian Manor Chapel worship service. FPC is responsible for the months of January, March, May, July, September and November. Ordinarily, the FPC pastors conduct the Chapel service. The set-up for the Manor service (including the grape juice) is handled by a separate committee and is not the responsibility of the FPC preparers.

Revised 8/2025